

Job Description: Training Officer

December 2016

OVERVIEW

The Training Officer implements the Safe Communities programme, implements the Shelter Standards programme, trains state responders, and develops other training programmes. These programmes aim to build capacity in specific target audiences to recognise, respond, and refer domestic violence cases.

The Training Officer is supervised by the Executive Director.

RESPONSIBILITIES

Implement Safe Communities programme (50%)

- The Safe Communities programme aims to empower communities (e.g. residential areas, businesses, faith-based organisations, worker organisations) to recognise, respond, and refer domestic violence cases. This is achieved through repeated and specific engagement with communities, to instil the need to end domestic violence and build relevant knowledge and skills.
- Develop implementation plan.
- Identify and recruit target communities to participate in the programme.
- Develop training programme and material, and customise based on specific community needs.
- Conduct capacity building activities.

Implement Shelter Standards programme (20%)

- The Shelter Standard programme aims to improve and increase availability of shelter (and associated services) to domestic violence survivors, through providing shelters (and potential shelter) with guidelines and standards (already developed) on running shelters.
- Develop implementation plan.
- Identify existing shelters (or groups potentially setting up shelters) that could benefit from the shelter standards (including government shelters).
- Develop training programme and material, and customise based on specific shelter/group needs.
- Conduct capacity building activities.
- Publicise the shelter standards to inspire groups to set up shelters.

Train state responders (10%)

- In collaboration with the Stakeholder Engagement Officer, develop capacity building material for state responders (e.g. police, public hospitals, welfare) to better handle domestic violence cases.
- In collaboration with the Stakeholder Engagement Officer, conduct capacity building sessions with state responders.

Develop and deliver training programmes (10%)

- Develop and deliver custom training programmes (e.g. training for an international organisations which has specific objectives).

Organisational responsibilities (10%)

- Assist in shared office duties.
- Carry out other requests or directions by the Executive Director.

QUALITIES

1. Committed to feminist principles and WAO vision, mission, and core values.
2. Excellent facilitation and public speaking abilities – in both English and Bahasa Malaysia – with the ability to translate complex issues into a level appropriate for general population.
3. Has strong project and people management skills.
4. Has knowledge of (and committed to develop expertise in) violence against women, particularly domestic violence in Malaysia.
5. Track record of completing high quality work.

A combination of education, work experience, and training can demonstrate the qualities above. For example, a Bachelor's degree and two or more years of relevant work experience. Candidates with outstanding track record with limited work experience are encouraged to apply.